



Code: 0664

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Information Technology

CLASS TITLE: DATA ENTRY OPERATOR

CHARACTERISTICS OF THE CLASS

Under supervision, performs work that primarily involves typing data using a computer terminal, and performs general clerical, word processing, and performs related duties as required

ESSENTIAL DUTIES

- Reviews source documents to ensure information is complete and accurate prior to data entry
- Identifies and selects data to be entered based on established work procedures and processes
- Enters commands to access various databases and screens
- Types data into specific data fields or pre-formatted screens to create, update, or revise computerized records
- Proofreads and checks data to verify accuracy and completeness and to correct errors
- Performs general clerical duties relating to the sorting, batching, and filing of source documents
- Prepares, scans, and edits documents for electronic storage using optical character recognition (OCR) equipment as required
- Verifies the accuracy of scanned data, corrects data not accepted or misidentified, and indexes documents to store scanned records
- Prepares reports on work activities
- Performs office clerical duties including filing, answering telephones, typing, and photocopying, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of data entry work experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment.

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Optical character recognition equipment

PHYSICAL REQUIREMENTS

- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- clerical methods, practices, and procedures, including data entry
- applicable computer software packages and applications
- English language spelling, punctuation, and grammar
- alphabetical or numerical classification of information

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **CONCENTRATE** - Concentrate on a task over a period of time without being distracted

Other Work Requirements

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2010